



## **SANTHIGIRI COLLEGE OF COMPUTER SCIENCES**

*Affiliated to MG University and Approved by AICTE*

**Vazhithala P.O., Thodupuzha 685 583, Kerala, India**



## **POLICY DOCUMENT FOR MENTORING**





## Mentoring

Mentoring is a strategy to provide students with emotional and instrumental support they need to achieve learning goals. The purpose of this programme is to identify intervening mechanisms to improve the performance of weak students. In this context few objectives come across to achieve desired result.

- i) To focus and motivate students to achieve learning goals and thereby improve their academic performance.
- ii) To generate interest in academics and other institutional activities amongst students.
- iii) To provide students with information on preparatory courses such as bridge courses, skill courses, etc.

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral.

1. The mentors have to act on behalf of the college to support learners who are enrolled on a course of study.
2. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
3. The mentors should be good communicators, excellent and active listeners. They should have a sympathetic approach to sensitive issues and should be able to maintain confidentiality.
4. They should have regular meetings with their mentee and keep records
5. They should make the young learners work for them and take advantage of the young person in any way.
6. The college is responsible for providing training, advice and on-going guidance to the mentors
7. The department heads, tutors and the mentors will meet as a group **once every month** to discuss development ideas and to look at up-coming events and possible pressure points which their mentees might be facing.
8. Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentor



### Characteristics of a Mentor

- Honest, Trustworthy, and respectful
- Self-confident and self-motivated
- Good listener and communicator
- Patient and allows for mistakes
- Knowledgeable about organization
- Genuinely invested in student's goals
- Versatile and flexible
- A Teacher and learner
- Information distributor
- Reads and understands others
- Judges fairly and objectively
- Provides structure and helps to develop a vision
- Allows student to learn by application and feedback
- Fosters open communication
- Models leadership qualities

### Characteristics of a Mentee

- Possesses a positive and enthusiastic attitude
- Learn from the experience and wisdom of others
- Is receptive to instruction and critical feedback
- Works hard
- Asks questions and indicates when help is needed
- Does not expect mentor to do that mentee is capable of completing
- Does not expect an instantaneous relationship
- Does not expect to obtain benefits that have not been earned
- Does not expect perfection from mentor
- Is willing to accept the limitation and strengths of the mentor

### Students must....

- Become acquainted with mentor's research
- Demonstrate skills and willingness to learn
- Show motivation, good attitude and strong work ethic
- Be respectful of mentor's time

### Faculty must....



- Express an interest in working with student individually
- Demonstrate sensitivity to student's needs and goals
- Be invested in student's academic growth
- Have the time to develop a quality mentorship relationship
- Encourage their mentee to develop careers that reflect their skills, potential and goals
- Offer wisdom, knowledge, experience, constructive, criticism, connection and resources
- Focus on the mentee's overall career direction rather than on day-to-day concerns

